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Owner: Emily Rich: Manager,
Compensation
Area: HUMAN RESOURCES
References:
Applicability: Cookeville Regional Medical
Center

Mandatory Covid-19 Vaccination Policy for Employees, Volunteers, Students, Vendors, Medical Staff and Contract Staff

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Cookeville Regional Medical Center ("CRMC") has adopted a *Mandatory Covid-19 Vaccination Policy for Employees, Volunteers, Students, Contract Staff, Vendors and Medical Staff*. This policy is intended to safeguard the health and well-being of employees, volunteers, visitors, all staff, and patients who spend time in our facility from Covid-19's infectious conditions which can be reduced through an effective mandatory Covid-19 vaccination program. This policy complies with all state and local laws and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope

This policy applies to all CRMC employees, volunteers, contract staff, vendors and medical staff "staff". This policy applies only to the requirements for completion of the Covid-19 vaccine and does not supersede or otherwise limit any current or future requirements by CRMC for proof of an individual's receipt of other vaccines or compliance with health and safety requirements. Compliance under this policy may require recurrent vaccinations or boosters on an annual or recurrent basis consistent with CDC recommendations.

Policy

The initial deadline for all staff to receive their first series of Covid-19 vaccine is December 5, 2021.

These individuals must:

- A. Submit proof of one of the following to Human Resources:
 1. Receive Covid-19 single-dose vaccine from Janssen (Johnson & Johnson); or
 2. Receive the first dose of the Multi-dose vaccine (Pfizer-BioNTech Covid-19/Moderna Covid-19 Vaccine).
 - a. Individuals receiving the multi-dose vaccine series must submit proof of their second dose of the Covid-19 vaccine to Human Resources by January 4, 2022.
- B. Obtain an approved vaccine exemption from the CRMC Covid-19 Vaccine Exemption Committee (with

specification of any reasonable accommodation if available and does not create an undue hardship for CRMC and/or does not pose a direct threat to the health or safety of others in the workplace).

Individuals receiving offers of employment from CRMC will be required to comply with this policy prior to the commencement of employment.

Staff who do not comply with the policy requirements by December 5, 2021, will be placed on an unpaid leave for up to seven (7) calendar days. During this time period, staff who submit the appropriate information to Human Resources may return to work. At the end of the seven (7) calendar days, staff who have not complied with the policy, will be subject to disciplinary action up to and including termination of employment from CRMC.

Staff who separate from CRMC due to this policy, will be eligible to receive their accrued PTO and may be considered for future employment if they comply with CRMC policies and procedures.

Individuals receiving offers of employment are required to comply timely with this policy prior to the commencement of employment by presenting the appropriate documentation to Urgent Care. Individuals receiving offers of employment from CRMC who do not comply timely with this policy will have their offer of employment rescinded.

Any falsification of vaccine information will be subject to disciplinary action up to and including termination of employment.

Request for Vaccine Exemption and Reasonable Accommodation

To assist any staff who has either: (a) an underlying medical condition or disability that contraindicates administration of the Covid-19 vaccine or (b) an objection based upon a sincerely held religious belief, practice, or observance, CRMC may provide an exemption from the vaccination requirement and engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for CRMC and/or does not pose a direct threat to the health or safety of others in the workplace.

To request an exemption from the vaccination requirement for one of the above reasons, staff are required to submit one of the following forms to the Senior Vice President of Human Resources.

- **Covid-19 Religious Request for Reasonable Accommodation Form; or**
- **Covid-19 Medical Request for Reasonable Accommodation Form**

Current staff must submit their request with supporting documentation before November 19, 2021. They will receive a determination from the CRMC Covid-19 Vaccine Exemption Committee before December 1, 2021. Staff are encouraged to submit a request for exemption as soon as possible. Staff may request an exemption and seek workplace accommodation without fear of retaliation.

After receipt of the request for exemption, the CRMC Covid-19 Vaccine Exemption Committee will review the request and determine if CRMC can grant a reasonable accommodation. An accommodation may be granted where it does not create an undue hardship for CRMC and/or do not pose a direct threat to the health or safety of others in the workplace.

All staff who receive an approved exemption will be required to undergo weekly PCR Covid-19 Testing from an accredited testing lab. The results must be submitted to Human Resources every Monday by 7:30am. If the PCR Test is not submitted timely, the employee will be placed on an unpaid leave for up to seven (7) days. The time away from work will be counted as an unexcused absence. Other exemption requirements may apply and will be communicated to the staff member if an exemption is granted.

Staff who have received a positive PCR Covid-19 test/Infusion since September 6, 2021, and through December 3, 2021, may request a medical accommodation up to 90 days from their positive PCR Covid-19 Test/Antibody Infusion and agree to receive their Covid-19 vaccine within five (5) days of their 90 waiting period. **The Medical Accommodation Form must be submitted to Angel Lewis, Senior Vice President of Human Resources by Friday, November 19, 2021.**

Attachments

No Attachments

Approval Signatures

Approver	Date
Angel Lewis: Senior Vice President, Human Resource	11/2021
Emily Rich: Manager, Compensation	11/2021

Applicability

Cookeville Regional Medical Center

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References:
Applicability: *Cookeville Regional Medical Center*

Exemption, Reasonable Accommodation, and Interactive Process for Mandatory Employees, Vendors, Volunteers, Students, Contract and Medical Staff COVID-19 Vaccination Policy

Overview

Cookeville Regional Medical Center Mandatory Covid-19 Vaccine Policy allows employees, volunteers, students, contract staff, vendors and medical staff "staff" to request exemption from the mandatory Covid-19 vaccination requirements based upon qualifying and documented medical or religious reasons.

Exemption and Reasonable Accommodation

Staff requesting an exemption from receiving the Covid-19 vaccine based upon the existence of either: (1) an underlying medical condition or disability that contraindicates administration of the vaccine or (2) a sincerely held religious belief, practice, or observance must complete and submit one of the following forms to the Senior Vice President of Human Resources.

- **Covid-19 Religious Request for Reasonable Accommodation Form; or**
- **Covid-19 Medical Request for Reasonable Accommodation Form**

Staff must submit their request for exemption and reasonable accommodation to the Senior Vice President of Human Resources by November 19, 2021. They will receive a determination from the Covid-19 Vaccine Exemption Committee by December 1, 2021.

Individuals receiving offers of employment are required to comply timely with the mandatory vaccination policy prior to the commencement of employment. Individuals receiving offers of employment from CRMC who do not comply timely with this policy will have their offer of employment rescinded. Individuals receiving offers of employment may submit an exemption request to the CRMC Covid-19 Vaccine Committee during their pre-employment physical. The Covid-19 Vaccine Committee will determine eligibility status and notify the individual once the CRMC Covid-19 Vaccine Exemption Committee has made a determination.

Procedure

Staff requesting an exemption from the Covid19 Mandatory Vaccine Policy must submit one of the below forms to Angel Lewis, Senior Vice President of Human Resources by Friday, November 19, 2021.

- **Covid-19 Religious Request for Reasonable Accommodation Form; or**

- **Covid-19 Medical Request for Reasonable Accommodation Form**

Interactive Process

After receipt of the request for exemption, CRMC Covid-19 Vaccine Exemption Committee will review the documentation submitted and engage in the interactive process with the individual to clarify the nature of the request, determine exemption eligibility, and identify potential reasonable accommodations. Accommodations may be granted where they do not create an undue hardship for CRMC and/or do not pose a direct threat to the health or safety of others in the workplace.

Granting an Exemption/Reasonable Accommodation

The CRMC Covid-19 Vaccine Exemption Committee will notify the individual who is requesting the exemption/ reasonable accommodation when a decision has been determined. If an accommodation is granted, CRMC will describe the nature and scope of the accommodation including any required protective equipment and/or modifications that may apply to the individual and their specific duties at CRMC.

All staff who receive an approved exemption from the Covid-19 Vaccine Exemption Committee will be required to undergo weekly PCR Covid-19 Testing from an accredited testing lab. The results must be submitted to Human Resources every Monday by 7:30 am. If the PCR Test is not submitted timely, the employee will be placed on an unpaid leave for up to seven (7) days. The time away from work will be counted as an unexcused absence. Other exemption requirements may apply and will be communicated to the staff member if an exemption is granted.

Staff who have received a positive PCR Covid-19 test/Infusion since September 6, 2021 and through December 3, 2021, may request a medical accommodation up to 90 days from their positive PCR Covid-19 Test/Antibody Infusion and agrees to receive their Covid-19 vaccine within five (5) days of their 90 waiting period. **The Medical Accommodation Form must be submitted to Angel Lewis, Senior Vice President of Human Resources by Friday, November 19, 2021.**

Denying an Exemption/Reasonable Accommodation Request

The CRMC Covid-19 Vaccine Exemption Committee will notify the individual when an exemption and/or reasonable accommodation is denied with a notation of the reason for the denial. Denial of an exemption and/or reasonable accommodation request may be reviewed through CRMC's appeal process.

Exemption Appeal Process

An individual who is denied an exemption by CRMC may appeal the decision in writing by submission of a completed Appeal for Denial of a Requested Exemption from the Covid-19 Vaccine Policy to CRMC Senior Vice President of Human Resources **within five (5) calendar days** (Monday – Friday) of receipt of the decision denying exemption. Filing an appeal does not extend the deadline for an individual from complying with the *Mandatory Covid-19 Vaccination Policy*.

Please direct any questions regarding this policy to Angel Lewis, Senior Vice President of Human Resources.

Attachments

[COVID Request For Religious Exemption - 11-21 \(002\).pdf](#)

[COVID Request For Medical Exemption - 11-21 \(002\).pdf](#)

Approval Signatures

Approver	Date
Angel Lewis: Senior Vice President, Human Resource	11/2021
Emily Rich: Manager, Compensation	11/2021

Applicability

Cookeville Regional Medical Center

COPY

**COVID-19 VACCINATION
RELIGIOUS REQUEST FOR REASONABLE ACCOMMODATION**

Name: (print)		SS#: Last 4 digits
Department:		DOB:
Job Title:		Date of Request:
Please state why the policy or practice conflicts with your sincerely held religious observance, practice, or belief (hereinafter "religious beliefs").		
Please describe the nature of your sincerely held religious beliefs or religious practice or observance that conflict with the policy or practice identified above.		
What is the accommodation or modification that you are requesting?		
Please provide any additional information that you think may be helpful in reviewing your request. For example: <ul style="list-style-type: none"> • How long have you held the religious belief underlying your objection? • Whether your religious objection is to the use of all vaccines, COVID-19 vaccines, a specific type of COVID-19 vaccine; or some other subset of vaccines. • Where you have received vaccines as an adult against any other diseases (such as flu vaccine or a tetanus vaccine). • Provide written proof from religious faith. 		
VERIFICATION: I verify that the information I am submitting in support of my request for an exemption is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation or falsification of documentation supporting this request may result in disciplinary action. I also understand that a request for an accommodation may not be granted if it poses a direct threat to the health/or safety of others in the workplace and/or to me, or if creates an undue hardship on CRMC.		
Employee Signature:		
Date:		



**COVID-19 VACCINATION
MEDICAL REQUEST FOR REASONABLE ACCOMMODATION**

PART 1	
Completed by Employee, Volunteer, Student, Contract Staff, Vendors and Medical Staff	
Name: (print)	SS#: Last 4 digits
Department:	DOB:
Job Title:	Date of Request:
Questions:	
What is your expected duration of your medical condition?	Check One: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Have you had a positive PCR Covid-19 Test/Antibody Infusion since September 6, 2021?	Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the date of your positive PCR Test?
	Staff who have had a positive PCR Test/Antibody Infusion since September 6, 2021, can attach their test result to this request for accommodation exemption and submit it to Angel Lewis, Sr. VP of Human Resources. The physician portion of this form is not required if the staff member will receive their vaccine within five (5) days of their 90 day waiting period.
Briefly describe your disability/medical Condition.	
Briefly describe the specific accommodation request.	
Please explain how your disability or medical condition prevents you from receiving the Covid-19 vaccine, addressing <u>each</u> of vaccine available. (Moderna, Johnson & Johnson and Pfizer)	
If permitted an exemption or delay in taking the vaccine, what types of accommodation would enable you to perform your job duties without presenting a risk of transmission to others?	
Employee Signature:	
Date:	

PART 2
To be completed by Licensed Medical Provider

Patient Name:

Medical Certification for Covid-9 Vaccine Exemption

Dear Medical Provider:

CRMC requires individuals who work or perform services at CRMC to be fully vaccinated against Covid-19. The individual named above is seeking a medical exemption to the requirement for Covid-19 vaccination or delay because of a medical condition. Please completion this form to assist CRMC in its reasonable accommodation process.

1. Describe the contraindication or precaution for Covid-19 vaccination, and for each contraindication or precaution, indicate; (a) whether it is recognized by the CDC pursuant to its guidance; (b) whether it is listed in the package insert or Emergency Use Authorization fact sheet for each of the Covid-19 vaccines authorized or approved for use in the United States.

2. Describe how the individual's medical condition relates to the Covid-19 vaccination and how it is to considered safe, indicating the specific nature of the medical condition or circumstances that contraindicate immunization with a Covid-19 vaccine or might increase the risk for a serious adverse reaction.

3. Any other medical condition that would limit the individual from receiving each type (Moderna, Johnson & Johnson and Pfizer) of Covid-19 vaccines.

The condition described above is

Check One: Permanent Temporary
 If Temporary, when is the medical condition/
 circumstance expected to expire?

Medical Provider Name

Medical Provider Signature

Date